

2007 - 2008
NCLB Programmatic Monitoring

Title X – Section 1032

**Education of Homeless Children and Youth (HCY)
Policy and Procedures Checklist**

Cycle
1

LEA

Date

Person Completing Checklist

E-mail Address

Phone Number

I = IN COMPLIANCE

O = OUT OF COMPLIANCE

DIRECTIONS

1. Review your Homeless Education Policy and procedures to ensure that all of the following requirements have been met.
 - ☐ Mark **I** if the item is in compliance
 - ☐ Mark **O** if the item is out of compliance
2. For items found out of compliance (**O**), complete the Cycle I Compliance Activities Worksheet by indicating:
 - ☐ the items out of compliance and how they will be addressed;
 - ☐ who will be responsible and
 - ☐ the date the items are brought into compliance.
3. Return the following to Ms. Bobbie Orlando, Monitoring Manager; Bin #32 at ADE by **December 1, 2007**:
 - ☐ this Homeless Education Policy and Procedures Checklist;
 - ☐ the completed Cycle I Compliance Activities Worksheet
 - ☐ a copy of your Homeless Education Policy and
 - ☐ A copy of your Dispute Resolution Process.

The LEA has adopted a policy that ensures:

- _____ barriers to the enrollment and retention of homeless children and youth are removed so that students are immediately enrolled in school. Such barriers include transportation, immunization, residency, birth certificates, school records, other documentation, and guardianship.
- _____ homeless children and youths are not stigmatized or segregated on the basis of their status as homeless;
- _____ transportation is provided, at the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison) to and from the school of origin.

The LEA has:

- _____ designated an appropriate staff person as an LEA liaison for homeless children and youths, to carry out the duties described in Title X, Part C, section 722, paragraph (6)(A).
- _____ created a Dispute Resolution Process to include:
 - ☐ HCY are enrolled in school of choice until dispute is settled,
 - ☐ LEA delivers a decision in writing to the family of the HCY, and
 - ☐ parents of HCY are notified of their right to appeal to the state level.
- _____ provided services to HCY including Free Breakfast and Lunch (National School Lunch Program), Title I services (even in non-Title I schools), and transportation to/from School of Origin, if feasible and in the "best interest of the student".
- _____ provided training for all levels of school personnel regarding requirements for HCY.

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The liaison for homeless students and youths ensures that:

- _____ homeless children and youths are identified by school personnel and through coordination activities with other entities and agencies;
- _____ homeless children and youths enroll in, and have a full and equal opportunity to succeed in, schools of the LEA;
- _____ homeless families, children and youths receive educational services for which such families, children, and youths are eligible, including:
 - ❑ Head Start and Even Start programs
 - ❑ preschool programs administered by the LEA
 - ❑ referrals to health care services, dental services, mental health services
 - ❑ other appropriate services
- _____ the parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
- _____ public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services under this ACT, such as schools, family shelters, and soup kitchens;
- _____ enrollment disputes are mediated; and
- _____ the parent and guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin, and is assisted in accessing transportation to the school that is selected.
- _____ Title I funds are only used to provide transportation for students no longer experiencing homelessness, but continue in their School of Origin for the remainder of the academic year.
- _____ Collect and transmit to the State Coordinator for Homeless Education, at such time and in such manner as the State Coordinator may require, a report containing such information as the State Coordinator determines is necessary to assess the educational needs of homeless children and youths within the LEA.